



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Grants Management Section 115 State Office Building Atlanta, Georgia 30334 <i>Office of Admin. Services, Fiscal Services Div.</i>	Application Number 81-390	
Application Number		Date Received AUG 4 1981	Date Completed AUG 17 1981
2. Person to Contact Donald L. Moore		Working Title Senior Grants Administrator	Telephone Number 656-2441
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ FY 78 _____ to date _____		5. Records Series Title (followed by title used in office; if different) Letter of Credit and Grant Award Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Grants Management Section was authorized in March, 1981 as a section within the Fiscal Services Division to perform this function: to assure that all grant funds are disbursed in accordance with the proper budgetary authorization.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): disbursement of awarded Documents relating to: monitoring the/ grant funds to the Georgia Department of Education from federal agencies. Included are: a) original Letter of Credit for the Child Nutrition Program from the Food and Nutrition Services, United States Department of Agriculture b) original Grant Awards notices from the United States Department of Education, c) original of other letters authorizing the draw-down of federal funds, and d) letters of transmittal. File is arranged: chronologically by amendment number for USDA Letter of Credit and by date for other Federal Grant Awards.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>3</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Letter of Credit <u>2</u> inches per year Grant Award <u>3</u> inches per year			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? <i>Partial duplication in Budget Services, Accounting Services Section, and Program Office</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed? Files
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	<u>5</u> years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

It is common to have grant awards for three year periods which may or may not correspond to the state or federal fiscal years. Unobligated funds may reduce a Letter of Credit two to three years later.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 3 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 5 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman Culp</i>	<u>8/3/81</u>	<i>Walker L. Baumgardner</i>	<u>8-3-81</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Frank R. ...</i>	<u>8-14-81</u>
		Secretary of State/Designee	
		<i>Carroll Hart</i>	<u>8-11-81</u>
		Attorney General/Designee	
		<i>Samuel ...</i>	<u>8-14-81</u>